

REQUIRED DOCUMENTATION (Must be Original or Certified Copies)
(11/2015)

You will be seen by appointment only. For an appointment, please call
(913) 684 - 4452 / 4453 / 4496 or visit the online scheduler at:

<https://rapids-appointments.dmdc.osd.mil/>

***** If using an expired form of id one form must be federal or state issued photo id that is unexpired*****

Initial Issue (See last page for description of acceptable forms)

- **Active Duty (Army/Army Reserve/Army National Guard)**
 - Needs to be entered into DEERS by Component
 - AKO account needs to be established before issuance of CAC
 - 2 forms of ID with at least one showing DOB one Must be Photo ID
- **Spouse**
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original) Marriage License is NOT acceptable
 - SSN Card
 - Divorce Decree from previous Marriage if applicable
 - 2 forms of ID, one Must be Photo ID
 - Original or Certified Copy Birth Certificate
- **Same-Sex Spouse**
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original or Certified Copy) Marriage License is NOT acceptable.
 - SSN Card
 - Divorce Decree from previous Marriage if applicable
 - 2 forms of ID, one Must be Photo ID
 - Original or Certified Copy Birth Certificate
- **Child**
 - Sponsor needed or Valid Power of Attorney
 - Birth Certificate (Original) or Hospital Birth Confirmation Letter
 - SS Card (when received from SSA for infants)
 - For children **16 years of age and older** a photo ID is required for initial enrollment and ID Card issuance.
- **Stepchildren**
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original) Marriage License is NOT acceptable
 - Birth Certificate (Original)
 - SS Card
 - For children **16 years of age and older** a photo ID is required for initial enrollment and ID Card issuance.
- **Illegitimate Children**
 - Male Sponsor:
 - Sponsor needed or Valid Power of Attorney

- Court Order that establishes paternity or Voluntary Order of Paternity (VAP) signed by both parents.
 - Childs Birth Certificate (Original)
 - SS Card
 - Or-
 - Approved dependency
 - Residency determination
 - Childs Birth Certificate (Original)
 - SS Card
 - Or-
 - DNA Test Signed by a Judge
 - Childs Birth Certificate (Original)
 - SS Card
 - For children **16 years of age and older**, a photo ID is required for initial enrollment and ID card issuance.
- Female Sponsor:
 - Birth Certificate (Original)
 - SS Card
 - For children **16 years of age and older**, a photo ID is required for initial enrollment and ID card issuance.
- **Ward**
 - Sponsor Needed or Valid Power of Attorney
 - Court Order of Legal Custody for 12 consecutive months
 - Birth Certificate (Original)
 - SS Card
 - Approved Dependency for Ward (excludes Army)
 - Birth Certificate (Original)
 - SS Card
 - For children **16 years of age and older** a photo ID is required for initial enrollment and ID Card issuance.
- **Secondary Dependency**
 - Sponsor Needed or Valid Power of Attorney
 - Approved dependency letter from DFAS (must be renewed at end of termination to continue benefits)
 - Birth Certificate (Original)
 - SS Card
 - And-
 - Birth Certificate of Sponsor or Spouse (**For Dependent Parent or in law**)
 - Photo ID (Federal or State issued)
 -
- **DAV**
 - Sponsor
 - Letter from VA stating 100% disabled, Service Connected
 - Letter authorizing PX, Commissary Privileges
 - DD Form 214
 - SS Card
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - Spouse

- Sponsor needed or Valid Power of Attorney
- Marriage Certificate (Original)
- SS Card
- 2 forms of ID with at least one showing DOB. One Must be Photo ID
- **Un-Remarried Former Spouse (URFS)**
 - Marriage Certificate (Original)
 - Divorce Decree (Original)
 - Statement of Service
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - Or-
 - Marriage Certificate (Original)
 - DD 214
 - Divorce Decree (Original)
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Non-Appropriated Fund Employees**
 - DD Form 2434 and previously entered into DEERS by NAF
 - SS Card
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - AKO account needs to be established before issuance of CAC
- **Civil Service Employees**
 - Verified by Civil Service Feed and SF 50
 - Verified by DEERS/RAPIDS
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - DOD - e-mail account established with a .MIL domain
 - AKO account needs to be established before issuance of CAC
- **Contract Employees**
 - Verified by Government Trusted Agents (TA) TASS
 - Verified by DEERS/RAPIDS
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - (DA Contractors) - AKO account needs to be established before issuance of CAC
 - (DOD Contractor)- E-mail account established with a .MIL domain
- **ID Tags**
 - ID tags can be done on a walk-in basis by the Soldier or units can complete the 4187 and request group tags. 24 hours wait time for ID Tags. Non-deploying Soldiers must bring in their blank ID Tags.
- **DOCUMENTATION REQUIRED**
- **Replacement for Active Duty / Retiree / Renewal / Expired ID Cards**
- **CAC replacement: Must be within 30 days of expiration (See exception below *)**
- **All other Military ID's within 90 days of expiration (See Exception below**)**

A LOST ID REPORT CAC & FT. LEAVENWORTH FORM, 413-R-E, PRINTED OFFLINE, OBTAINED AT THE AG OFFICE OR FROM PMO IS REQUIRED FOR ALL LOST ID/CAC CARDS

- **Active Duty (CAC)**
 - 2 forms of ID with at least one showing DOB. One must be Photo ID ***Exception: CAC** previous CAC can be expired for CAC

- (Army)AKO account needs to be established before issuance of CAC
- **Active Duty to Retiree**
 - Retirement Orders or DD 214
 - 2 forms of ID with at least one showing DOB. One must be Photo ID.
- **Retiree**
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Reserve Retiree (Gray Area) at the age of 60**
 - Enrollment in DEERS
 - Notice of Eligibility for Retired Pay at the age of 60
 - 2 forms of ID with at least one showing DOB
 - Or-
 - Enrollment in DEERS
 - Retired Pay order showing they are Retired with Pay on the 60th birthday or later
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Spouse**
 - Sponsor needed or DD Form 1172 signed by a Verifying Official of an ID Facility and Sponsor
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Un-Married Widows (URW)**
 - ID Card
 - Death Certificate
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Child/Ward**
 - Sponsor needed or DD Form 1172 signed by a Verifying Official of an ID Facility and Sponsor
 - ****ID Cards needed for children at the age of 10, unless Sponsor is Divorced, deployed or Dual Military, children will receive ID Cards before the age of 10**
 - 2 forms of ID with at least one showing DOB.
 - For children **16 years of age and older** a photo ID is required for initial enrollment and ID Card issuance.
- **- Full time Students (Age 21-23)**
 - Sponsor needed
 - Sponsor providing over 50% Support of Child
 - Letter from the School Registrars Office, certifying child is enrolled in a full-time course of study, with tentative date of graduation
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
- **Un-Remarried Former Spouse (URFS)**
 - 2 forms of ID with at least one showing DOB. One must be Photo ID
 - Spouse has not remarried
 - *CAC's can be replaced prior to 30 day expiration window under

the following circumstances:

Rank Change/Defective Chip/Name Change (Documentation verifying Proof of changes must be presented at time of issuance)

****** All other Military ID Cards can be replaced prior to the 90 day window under the following circumstances:

Sponsor Rank Change/Damaged card/Name Change (Documentation verifying Proof of changes must be presented at time of issuance)

- ***** Authorized forms of Identification: *ALL Must be original and unexpired***
 - Federal issued ID
 - INS Form 1-688
 - INS Form 1-688A
 - INS Form 1-688B
 - INS Form 1-151 or 1-551
 - DoD Military Family Member ID
 - Sponsor DoD ID Card
 - U.S. Coast Guard, Merchant Marine Card
 - Photo ID Card issued by Federal, State, or Government
 - U.S. Passport
 - Driver License
 - Foreign National ID with Picture
 - Foreign Passport
 - Employment Authorization
 - INS Form 1-179
 - INS Form 1-197
 - INS Form 1-327 ○
 - INS Form 1-688 ○
 - INS Form 1-688A ○
 - INS Form 1-688B
 - INS Form 1-151 or 1-551
 - Social Security Card
 - Form FS 545 OR DS 1350

 - Voters Registration Card
 - Birth Certificate
 - Canadian Driver License
 - Native American Tribal Document
 - School ID with Photo

Foreign Affiliates must have a verified Official ITO, a verified and signed DD Form 1172-2 for self and a verified and signed DD Form 1172-2 for each dependent from their supporting office. All passports, birth certificates and marriage certificates must be present for review before issuance of ID Cards.